

CENTRAL INTELLIGENCE AGENCY

Memorandum of Conversation

DATE: 15 December 1966

SUBJECT : Continued Meeting on Development of Requirements for the 19 Interface System in the Human Resource Area STAT

PARTICIPANTS:

[Redacted box]

COPIES TO : Participants

(Old Business - Ceilings, Staffing & Devel. Comps.)

The question of recording "00" grades on staff project positions on the T/O was raised since budget and finance officers have to look them up in preparing projections. In addition, the arbitrary distribution of super-grades between directorates each month-end requires hand adjustments which cause discrepancies between computer and manually produced reports. [Redacted] agreed to look into the matter. STAT

It was recommended that we include a supervisory tag on positions in order to isolate this factor for special studies on race (i.e., number of negro supervisors) or for selection of people for training courses, etc. [Redacted] stated the question is not so much the desirability of the tag as to how you would define the criteria (i.e., what is a supervisor)? STAT

STAT [Redacted] recommended that the language requirement be deferred until discussed with [Redacted] OTR.

STAT [Redacted] questioned the recording of ceiling in the system and if ceiling, why not average grade or salary authorization etc. It was explained that one of the requirements of the present system was to print on-duty strength as it compared to ceiling on a weekly or monthly basis and that there was no such requirement currently for the other two items. Average grades is computed at the time a new position is created based upon the actual grades established on the T/O and is approved or disapproved by Ch/OPFB. In other words, the average grade authorized is in fact the

average of the approved grades on the T/O which is computed monthly. The average salary item is now dormant but in any case was computed for each grandfather career service from a complicated formula based upon positions and on-duty personnel after the fact and could not be determined ahead of time except for the over-all Agency figure.

(EMPLOYEE STATUS SYSTEM - continued from last meeting)

STAT [ ] asked what employee number would be used and [ ] stated  
STAT that the Human Resources Group were hopeful it could be the social security number.  
Many employees either know their SS number or have the number in their possession  
which will help identify documents coming in, Messrs. [ ]  
[ ] all expressed doubts that we could sell the idea of the SS number as  
the number is not internally controlled by the Agency and that there is some chance  
that a list of SS numbers could be deciphered by an outsider. To overcome objections  
from such groups as CI Staff, we would probably have to convince people that the  
external reference possibility of SS number did not present a danger to security  
records. The group agreed, however, that the question of a common reference number  
for employees (SS number or other) should be EXPLORED.

In reference to item 30, NTE (Not to Exceed), [ ] explained that the  
item was designed to control expiration dates on such items as salary retention,  
temporary reserve appointments, LWOP, etc. [ ] wondered if the terminology  
"NTE" might not be changed to read "suspense date" or some other term which would  
have more meaning than "NTE."

STAT [ ] discussed the relationship between item 7(d),  
Type of Employee, and item 27, Career Membership. [ ] pointed out that  
item 27 refers only to five categories of personnel defined in regulations (career,  
provisional, temporary, reserve, and details). Item 7(d), however, related to a  
large number of special qualifiers and reference factors such as re-employed annui-  
tants, unwitting personnel, part-timers, specific types of details, in and out, etc.  
which do not necessarily tie in with appointments. After discussion, the group  
decided to change item 27 to read "Type of Appointment" instead of "Career Member-  
ship." (Reference: [ ])

(New Business)

In regard to item 31, LCD (Longevity Computation Date), [ ] noted that  
she was concerned with how much longer the Agency can live with the concept as it is  
presently applied. Basically, the LCD is good only for the various types of service  
award certificates (10-year certificate, etc.) and eligibility for career membership  
but is not dependable for retirement system selection purposes, etc., since it may  
include detailed military service with the Agency, certain types of contract employ-  
ment, etc. In view of the fact that we have the LCD for award purposes, the SCD for  
leave category creditability, the CSD (creditable service date) for service computed  
as creditable for retirement under the CIAR&DS, perhaps we need a new type of date for  
Agency longevity creditable for selection into the CIAR&DS, etc.

The group had no suggested changes to make in the case of item 33, Sex & Race, and item 34, Special Reference.

STAT In regard to item 35, Veteran's Preference [ ] pointed out that the item was often inaccurately recorded by appointment clerks (e.g., if the clerk could not quickly interpret veteran's preference from the file, the clerk would simply record "0" and let it go at that). Since this practice has continued for some time, the overall Veteran's Preference record is of questionable value in the present system. [ ] stated that he would check into the matter.

STAT In discussing the new item 38, Projected Return from Overseas (M-Y), the group noted that establishment of this information on the record should include some type of follow-up control and, where necessary, extension of the date.

STAT [ ] explained that item 39, Overlap Serial Number, was designed to find out who was overlapping who in the case of summer-only employee, overseas replacements, etc., by recording the serial number of the outgoing incumbent. Mr. [ ] expressed doubts that it would work.

STAT In the case of items 40 through 53, [ ] explained that the items represented a form of input which either updated or established items in the master payroll or provided the base for printout of certain statements on Notifications of Personnel Action automatically printed by the computer.

CEILINGS, STAFFING AND DEVELOPMENT COMPLEMENTS

INPUT

DATA MASTER

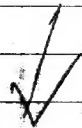
- |                                      |                                       |
|--------------------------------------|---------------------------------------|
| 1. Identifiers & Type of Message     | (1) Type of Message                   |
| 2. Ceiling                           | (2) Ceiling                           |
| 3. Total Dev. Comp. Spaces           | (3) Total Dev. Comp. Spaces           |
| 4. No. of Dev. Comp. Spaces By Grade | (4) No. of Dev. Comp. Spaces By Grade |
| 5. Organ. Design.                    | (5) Organ. Design.                    |
| 6. Position Title                    | (6) Position Title                    |
| 7. Schedule                          | (7) Schedule                          |
| 8. Occ. Series                       | (8) Occ. Series                       |
| 9. Grade                             | (9) Grade                             |
| 10. Dummy Grade                      | (10) Dummy Grade                      |
| 11. Position Number                  | (11) Position Number                  |
| 12. Flexible/Non-flexible            | (12) Flexible/Non-flexible            |
| 13. Planned Incumbency               | (13) Planned Incumbency               |
| 14. Target/Manpower/Sub-category     | (14) Target/Manpower/Sub-category     |
| 15. Headquarters Code                | (15) Headquarters Code                |
| 16. Supervisory Code                 | (16) Supervisory Code                 |
| 17. Service Designation              | (17) Service Designation              |
| 18. Language & Level Requirement     | (18) Language & Level Requirement     |
| 19. Geog. Area & Country-City Code   | (19) Geog. Area & Country-City Code   |
| 20. Date Last Listed on 261          | (20) Date Last Listed on 261          |
| 21. Date Position Last Audited       | (21) Date Position Last Audited       |
| 22. Position Flag                    | (22) Position Flag                    |
| 23. PCR Control No.                  | (23) PCR Control No.                  |

16 DEC 1966

Wed - 31 July 71 STAT

*John -*

Add BG-50 - *Modern Literary Arabic* to BG21 *Heaping*



now refers to  
BG48 - *Arabic, Classical*

SF 51

[illegible]

APPROVED

[illegible]

TITLE

Approved For Release 2005/12/11 : CIA-RDP78-07181R000200050024-6

SECRET

### LANGUAGE-POSITION REQUIREMENTS

TO: POSITION MANAGEMENT AND COMPENSATION DIVISION/OP		LANGUAGE UNIT:	PAGE ____ OF ____ PAGES
FROM:			DATE
PREPARED BY	EXT.		APPROVED

LANGUAGE DESIGNATED POSITIONS

[illegible]

## LANGUAGE RECAP

LANGUAGE RECAP										PMCD APPROVAL	
										CONTROL NO. _____	
										DATE _____	
										_____ SIGNATURE	
										_____ TITLE	

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**SECRET**

**GROUP 1**  
Excluded from automatic  
downgrading and declassification

(4-45-51)